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DOD INSTRUCTION REVISES CHARTER
OF DEFENSE DOCUMENTATION CENTER

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9/24/65

A revision has been made in the official charter of the Defense Documentation Center (DDC) to reflect changes which have occurred since DDC was created two years ago out of the Armed Services Technical Information Agency (ASTIA). The revised charter, issued by Dr. Harold Brown, Director of Defense Research and Engineering, clarifies Department of Defense responsibilities for DDC management and slightly enlarges the area of DDC activities.

DoD Instruction 5100.38, issued on March 29, 1965, specifies that policy direction of DDC remains with DDR&E, where the primary responsibility is delegated to the Director of Technical Information, Walter M. Carlson. Operating control of DDC is assigned to the Defense Supply Agency, to which DDC was transferred on November 1, 1963.

The revised Instruction also directs the DDC Administrator, Dr. Robert B. Stegmaier, Jr., to undertake an active program to acquire technical reports produced in DoD's research and development projects. The previous charter merely specified that DDC was to receive the reports when submitted. DDC is authorized to provide facilities for storage and retrieval of classified documents requiring special access, whenever it becomes desirable to provide a central service for such reports. Provision also has been made for eliminating five statements previously used to control distribution of reports submitted to DDC and to substitute the use of six distribution statements authorized in the new DoD Directive 5200.20, issued concurrently with the revised DDC charter.

END

On file OSD release instructions apply.



(DDR&E)

Department of Defense Instruction

SUBJECT

Defense Documentation Center for Scientific and Technical Information (DDC)

- References:
- (a) DoD Directive 5100.36, "DoD Technical Information," December 31, 1962
 - (b) DoD Instruction 5129.43, "Assignment of Functions for the Defense Scientific and Technical Information Program," January 22, 1963
 - (c) DoD Directive C-5200.5, October 27, 1958
 - (d) DoD Directive S-3115.4, March 19, 1959
 - (e) DoD Directive S-3115.2, March 19, 1959
 - (f) DoD Directive 5200.1, "Safeguarding Official Information in the Interests of the Defense of the U. S.," July 8, 1957
 - (g) DoD Instruction 5210.47, "Security Classification of Official Information," December 31, 1964
 - (h) DoD Instruction 3200.8, "Standards for Documentation of Technical Reports under the DoD Scientific and Technical Information Program," February 18, 1964
 - (i) DoD Directive 5200.9, "Downgrading and Declassification of Certain Information Originated Before January 1, 1946," September 27, 1958
 - (j) DoD Directive 5200.10, "Downgrading and Declassification of Classified Defense Information," July 26, 1962
 - (k) DoD Instruction 5100.45, "Centers for Analysis of Scientific and Technical Information," July 28, 1964
 - (l) DoD Directive 5200.20, "Distribution Statements (Other Than Security) on Technical Documents," March 29, 1965
 - (m) DoD Instruction 5100.38, "Defense Documentation Center for Scientific and Technical Information (DDC)," March 19, 1963 (cancelled)

I.

PURPOSE

This Instruction supplements references (a) and (b). It provides for policy direction by the Director of Defense Research and Engineering and operational control by the Director, Defense Supply Agency (DSA) of the Defense Documentation Center for Scientific and Technical Information (DDC). It also delineates participation responsibilities of all Department of Defense components engaged in research, development, test, and evaluation efforts.

II.

APPLICABILITY AND SCOPE

- A. The provisions of this Instruction apply to all DoD components.
- B. This Instruction applies to all RDT&E technical reports except those categorized as follows:
 - 1. Top Secret.
 - 2. Cryptographic and Communications Security, reference (c).
 - 3. Communications and Electronic Intelligence, references (d) and (e) and such other categories of similar nature that may be designated by the Director, Defense Intelligence Agency.
 - 4. Registered documents or publications.
 - 5. Administrative papers, memoranda and reports, contract or grant proposals, and orders.
 - 6. Information furnished the United States by foreign governments when its dissemination is forbidden by the foreign government.

III.

DEFINITIONS

As used in this Instruction, the following definitions apply:

- A. Policy Direction. Professional or specialized direction exercised through the approval or promulgation of program objectives and basic policy.
- B. Operational Control. The exercise of executive authority and responsibility for the performance of mission tasks assigned, including the responsibility for assuring appropriate coordination and application of technical guidance.
- C. Document. (References (f) and (g)). Any recorded information or data regardless of its physical form or characteristics, including without limitations to the following:
 - 1. Written or printed material; (whether handwritten, printed or typed);

3. The Department of the Air Force Technical Objectives Document Release Program.
4. Any similar program in use by other DoD components.
- I. Grantee. An organization outside the U. S. Government to which grant funds have been awarded by a sponsoring U. S. Government activity.
- J. User of DDC. U. S. Government agencies, their contractors and grantees, including DoD potential contractors, who have been established for DDC services as provided for in Paragraph VII of this Instruction.
- K. Primary Distribution. The initial distribution of technical documents to a distribution list of recipients under the auspices of the sponsoring DoD activity although the act may be performed by a contractor, grantee, publisher or other agent designated by the sponsoring DoD activity. It does not include movement of reports within an activity or movement between contractor and sponsoring DoD activity.
- L. Secondary Distribution. Any distribution or disclosure of a technical report subsequent to the primary distribution. This usually occurs as the result of a request. It includes the loan of a report as well as its outright release.

IV.

OBJECTIVES

The timely, effective and efficient bibliographic processing, announcement, and secondary distribution of DoD technical reports is a basic and integral part of the DoD Scientific and Technical Information Program for the interchange of technical information within DoD, and between DoD and other U. S. Government and authorized non-government agencies. To ensure the interchange of DoD technical reports to the maximum extent permitted by security and other recognized controlling statements, the operation of DDC shall be designed and conducted to attain the following objectives in documentation services:

- A. Active and continuing acquisition of all technical reports except those categorized in Paragraph II. This includes documents from outside DoD, domestic or foreign, when they

are considered pertinent to RDT&E efforts of DoD and which are not made readily available to these efforts through other sources.

- B. Prompt and well-indexed announcements of newly acquired technical reports.
- C. Timely response to requests for technical reports and other documentation services.
- D. Reconciliation of information acquisition, storage, announcement, reproduction, and distribution methods with DoD security policies, standards, criteria, and procedures. (References (f), (g), (i), and (j)).
- E. Rapid notification of availability of technical reports to Information Analysis Centers, reference (k).
- F. Increased effectiveness of information flow with other U. S. Government agencies through cooperatively developed standards and improved methods for report dissemination.
- G. High standards for the processing and distribution of technical reports.
- H. Progressive improvement in documentation processing and services through continuing analysis of advanced techniques and equipment.
- I. Coordination of techniques with both domestic and foreign documentation and information analysis centers.

V.

AUTHORITY AND RESPONSIBILITIES

- A. The Director of Defense Research and Engineering will exercise overall policy direction for the responsibilities assigned to the Director, Defense Supply Agency as set forth herein. The Director of Technical Information, ODDR&E, will serve as the focal point for carrying out this policy direction, reference (b).
- B. The Director, Defense Supply Agency is assigned responsibility for:
 - 1. Operational direction and control of the Defense Documentation Center, and

2. Programming, budgeting, funding, accounting, and reporting of DDC.
- C. The Defense Documentation Center will acquire, store, announce, retrieve, and provide secondary distribution of documents directly to users, and shall be responsible for the following specific related functions:
1. Prepare report and abstract listings upon request.
 2. Provide services to users, upon request, for distributing its holdings and acquisitions and for provision of bibliographic data, reference service, abstracts, and index terms related thereto.
 3. Test, evaluate, and apply developed techniques and equipment which have a potential application to improve documentation services.
 4. Maintain and improve a working vocabulary of terms, and work toward vocabulary compatibility with other like activities, for use in the processing of technical reports throughout the DoD RDT&E effort.
 5. Provide experimental or specialized documentation services as may be specifically directed by DDR&E. Typical efforts of this nature include:
 - a. Providing an information service regarding current RDT&E program elements, projects, task areas, and work units from periodic resumes submitted in accordance with DDR&E requirements.
 - b. Providing a centralized referral service to available DoD-sponsored sources of scientific and technical information.
- D. Each DoD component will:
1. Arrange for an orderly, selective transfer to DDC of any document center functions defined in reference (b), which it operates or supports.
 2. Ensure efficient primary distribution of technical reports generated by activities under its control, including contractors, and grantees.

3. Establish and enforce internal procedures which require that a minimum of 20 legible copies of each technical report, at least one of which is of sufficiently good graphic quality as to permit reproduction of legible copies on a mass production basis, are transmitted direct to DDC no later than on the instance of primary distribution. Reference (h), and where applicable reference (g), provide further instructions to be followed in the preparation of technical reports.
4. Establish and enforce contractual procedures which require that a minimum of 20 legible copies of each technical report, at least one of which is of sufficiently good graphic quality as to permit reproduction of legible copies on a mass production basis, are transmitted direct to DDC no later than on the instance of primary distribution. Reference (h), and where applicable reference (g), provide further instructions to be followed in the preparation of technical reports.
5. Arrange by mutual agreement that whenever RDT&E is sponsored jointly by two or more DoD components, one sponsor shall be responsible for establishing and controlling the security classification and distribution statements on resulting reports.
6. Ensure that DDC is promptly informed, after primary distribution, of any subsequent changes in distribution statements or security classification other than changes resulting from automatic schedules.
7. Notify DDC promptly of contracts, grants, or other actions which will require or affect the service DDC provides and furnish necessary certification for establishing such service. This certification will be made on appropriately established forms and in accordance with instruction kits available from DDC.

VI.

LIAISON REPRESENTATIVES

- A. The Departments of the Army, Navy and Air Force will each provide at least one military officer (Lt. Colonel, or equivalent, or above) to serve on the staff of DDC. These officers will carry out special assignments for the Administrator of DDC as well as coordination functions on problems or services of DDC related to their respective Departments.

- B. The Departments of the Army, Navy, and Air Force will each appoint at least one representative, military or civilian, to provide for effective operational liaison with DDC on a continuously available basis. Other Defense agencies may designate a liaison representative at their option.

VII.

SCOPE AND CONDITIONS OF DDC SERVICES

Within established security policies and procedures, reference (f), and within the terms of any limitations imposed by authorized distribution statements on technical documents, reference (1), DDC will provide its services to and for the U. S. Government as follows:

- A. Unclassified Services. To all U. S. Government agencies (Executive, Legislative and Judicial Branches), their contractors and grantees, including DoD potential contractors, upon satisfactory evidence to DDC of such affiliation.
- B. Classified Services.
 - 1. To all departments and agencies of the Executive Branch of the U. S. Government.
 - 2. To contractors and grantees, including DoD potential contractors, of departments and agencies of the Executive Branch, whose sponsoring offices have provided DDC with satisfactory certification of clearances and the connections with which classified documentation is needed.
 - 3. To U. S. Government agencies other than the Executive Branch, their contractors and grantees, upon separate approval and in accordance with terms provided by the Director of Technical Information, ODDR&E. Certification of security clearances and connections with which classified documentation is needed should be provided, in these instances, to the Director of Technical Information, ODDR&E.
- C. Foreign Services. Contractors of the U. S. Department of Defense located in foreign countries are also eligible for DDC services; however, requests for and transmittals of

classified technical reports will be made only through the appropriate DoD foreign release offices under established release procedures.

- D. Internationally Sponsored Research Centers. Direct DDC services to these centers and activities may be made only upon approval and in accordance with terms provided by the Director of Defense Research and Engineering.

VIII.

DISTRIBUTION STATEMENTS AND SPECIAL HANDLING

- A. Reference (1) provides for use of distribution statements (exclusive of security requirements). Secondary distribution by DDC will be in accordance with these statements.
- B. Technical reports marked for special access handling are excluded from routine provisions for distribution statements. Such documents may be supplied DDC, if not excluded by Paragraph II above, but their processing, announcement, and all distribution will be controlled by separate and special arrangements made between DDC and the controlling DoD component, acting under authority provided by applicable DoD directives or instructions.
- C. Effective July 1, 1966, except for reports marked for special access, the DDC is authorized to recognize only those distribution statements which are worded substantially as shown in reference (1). Reports containing unofficial distribution statements (or no statements) and bearing a publication date later than July 1, 1966, shall be called to the attention of the sponsoring DoD activity for clarification of the marking prior to acceptance in the DDC collection.

IX.

SAFEGUARDING CLASSIFIED DOCUMENTS IN DDC'S CUSTODY

Classified documents in DDC's custody will receive the security protection in handling and distribution as prescribed by references (f), (g), (i) and (j), and as specifically implemented by DSA security regulations.

X.

CANCELLATION

Reference (m), DoD Instruction 5100.38, "Defense Documentation Center for Scientific and Technical Information (DDC)," dated March 19, 1963, is hereby superseded and cancelled.

XI.

IMPLEMENTATION

- A. The Defense Supply Agency, in coordination with DDR&E, will prepare a precise statement of operational implementation and make appropriate promulgation. Two (2) copies of this statement will be provided DDR&E within ninety (90) days of the date of this Instruction.
- B. Two (2) copies of all other implementing Instructions will also be forwarded to DDR&E within one hundred-eighty (180) days of the date of this Instruction.

XII.

EFFECTIVE DATE

This Instruction is effective immediately.

Harold Brown

HAROLD BROWN

Director of Defense Research and Engineering